



The Life Foundation and CHOW Project Position Description

OPEN POSITION: Team Lead – Medical Case Management Services

1. BASIC INFORMATION

Position Title: Team Lead – Medical Case Management Services

Organization Information: This new position will be an integrated hire as Life Foundation & The CHOW Project merge into one organization. The Life Foundation is a comprehensive AIDS organization, offering HIV prevention activities and services for HIV positive people in Hawaii and the Pacific region. The Life Foundation is the oldest and largest AIDS program in the state. The CHOW Project is dedicated to serving individuals, families and communities adversely affected by drug use, especially people who inject drugs, through a participant-centered harm reduction approach.

Supervisor: Clinical Director

Position Classification: Salaried - Exempt.

Availability: The position will remain open until filled. Life Foundation & The CHOW Project reserve the right to close this hiring process at any time without further notice.

2. SUMMARY OF POSITION

The Team Lead ensures that all HIV positive people who are clients of the Life Foundation have effective access to the level and quality of health care and medications they need to have the best chance possible of surviving AIDS and living a life of reasonable comfort. The Team Lead will provide guidance, leadership, and management of the daily operations of the case management unit.

3. PRINCIPAL RESPONSIBILITIES

- Supervise, coordinate and evaluate the work of the care services staff
- Ensure that all Life Foundation clients are regularly assessed to determine their health-related needs and that service plans approved by the clients are developed or modified following each assessment.
- Develop a means to solicit feedback from the clientele and ensure that all it is included in discussion of program improvement.
- Oversee a program of AIDS-related treatment education, counseling and advocacy.
- Establish and maintain productive collaboration and strategic affiliations with providers of health and social services in Hawaii to ensure that Life Foundation clients have effective access to health care, housing, mental health services, addiction treatment and other relevant services.

- Develop and refine policies and procedure that will ensure that everyone associated with HIV care at the Life Foundation, client or care provider, shares a common set of program expectations
- Participate in activities to educate the community about the role and services of the Life Foundation.
- Maintain networks with agency-related community organizations.
- Coordinate staff meetings and trainings with Team Leaders.
- Be responsible to meet department productivity and quality goals.
- Represent the department at community meetings, agency fundraisers, and coalitions.
- Coordinate evaluation efforts and process analyses.
- Comply with all policy and procedures of Life Foundation, Health and Safety and quality management programs
- Comply with Life Foundation confidentiality policy, HIPAA requirements, cultural competencies and rights to person served.

4. QUALIFICATIONS

- Master's Degree preferred or bachelor's degree with 5 years of social service background.
- At least 2 years of professional and/or personal experience with the HIV+ populations.
- Professional experience supervising employees and the ability to implement harm reduction based supervision.
- Good written and verbal communication skills.
- Ability to work well and thrive professionally in an atmosphere of significant diversity.
- Experience working with Hawai'i's ethnic communities.
- Ability to work independently and as part of a team.

5. HOW TO APPLY

Please carefully read and fully comply with the following.

Applicants should send a resume, a letter explaining their interest in and qualifications for this position, and the names and contact information for three relevant references. Applications may be submitted via postal mail, fax or email attachment as follows:

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